

~~CONFIDENTIAL~~

Chief, Management Staff

11 October 1956

Chief, Records Management Staff

Weekly Report - Week Ending 10 October 1956

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1. The Subject Numeric System is being installed in the Special Registry of OCR at their request. This will include the Office of the Chief and three branches.

2. Mr. [REDACTED] completed twenty hours of on-the-job training. Five members of the Staff attended the Organization and Methods monthly luncheon to hear Mr. John J. Corson of the McKinsey Company speak on Organization Analysis.

3. Thirteen new and revised forms were completed. The work on hand consists of requests for 28 new and revised forms.

4. A pamphlet entitled "The Correct Angle" has been completed for reproduction and distribution to Agency typists. The purpose of the pamphlet is to elevate the position of typewriters, and therefore reduce the typists fatigue. This was developed as a result of an employee's suggestion.

5. The Office of Security is taking some action to eliminate inactive records from office space. They have scheduled the removal of 90 cubic feet of one of their most sensitive files for transfer to the Record Center, and have already moved some of them. 25X1A9a

6. Mr. [REDACTED] Coordinator of Space in the DD/I Area for the New Building, has requested that we assist him in developing new ideas and techniques for the conservation of space throughout the DD/I Area. One proposal already submitted would eliminate the need for approximately five thousand square feet of space in one of the large file areas in OCR. Consideration is being given to this proposal.

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Mgt S/RMS/LO [REDACTED] (11 October 1956)

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